

# PERSONAL INFORMATION

(CONFIDENTIAL)

Please continue on a separate sheet if necessary, giving page number and title heading

Post title: **Admin Assistant**

## Part 1

### Personal Details

Title  Forename  Surname

Address

House Name/No

Street

Village

Town

County

Post Code

Contact

Home Tel.  Mobile Tel.  E-mail

### General

|  |     |    |
|--|-----|----|
| Do you hold a current clean driving licence?   | YES | NO |
| If No, please specify details of all penalties with dates.   |     |    |
| Do you have any criminal convictions?<br><b>(You are not required to disclose spent convictions)</b> | YES | NO |
| Do you require a permit to work in the U.K.?   | YES | NO |
| If Yes, do you have a valid work permit?   | YES | NO |
| If Yes, what is the expiry date?   |     |    |

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:

**Part 2 need only be completed if the information is not included on your C.V.**

Part 2

**Employment History**

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Please continue on a separate sheet if necessary, giving page number and title heading

| <i>Employer<br/>(Name and Full Address)</i> | <i>Date<br/>(to and from)</i> | <i>Job title, main responsibilities and<br/>key achievements</i> | <i>Reason for<br/>leaving</i> |
|---|-------------------------------|--|-------------------------------|
|   |                               |  |                               |
|   |                               |  |                               |
|   |                               |  |                               |

**Educational, Technical and Professional Qualifications**

*Please give details of examinations passed and grades and also name any institute or professional body you are a member of.*

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**Personal Development**

*Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).*

|  |
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## Part 3

### **Relevant Skills, Knowledge and Experience**

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Please continue on a separate sheet if necessary, giving page number and title heading.

#### ***Communication***

#### ***Planning and Organising***

#### ***Team Working***

#### ***Leadership***

Part 4

**References**

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer:

|                  |                      |                  |                      |
|------------------|----------------------|------------------|----------------------|
| <i>Name</i>      | <input type="text"/> | <i>Name</i>      | <input type="text"/> |
| <i>Position</i>  | <input type="text"/> | <i>Position</i>  | <input type="text"/> |
| <i>Company</i>   | <input type="text"/> | <i>Company</i>   | <input type="text"/> |
| <i>Address</i>   | <input type="text"/> | <i>Address</i>   | <input type="text"/> |
| <i>Telephone</i> | <input type="text"/> | <i>Telephone</i> | <input type="text"/> |
| <i>E-mail</i>    | <input type="text"/> | <i>E-mail</i>    | <input type="text"/> |

**I give/do not give** permission to take up my references prior to an offer of employment being made **(delete clearly as appropriate)**.

Part 5

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment in line with the Board's Recruitment Privacy Notice.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your pay-slip.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

By signing the application form you agree to the processing of your personal data in line with the Recruitment Privacy Notice.

Part 6

**Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: .....

Date: .....

Please return your completed application form marked PRIVATE AND CONFIDENTIAL to:

**Mr A. McGill  
Chief Executive  
Lindsey Marsh Drainage Board  
Wellington House  
Manby Park  
Manby  
LOUTH  
Lincolnshire  
LN11 8UU**

**Email: [enquiries@lmdb.co.uk](mailto:enquiries@lmdb.co.uk)**